

Certified Technician Application

Performance Tested Comfort Systems and Prescriptive Duct Sealing

All sections of this form are required for technicians interested in participating as a program provider of PTCS® Heat Pumps, PTCS Duct Sealing, and/or Prescriptive Duct Sealing for Bonneville Power Administration (BPA). **Sole-proprietors** shall complete both Technician and Company signatures.

- 1) Create an account in the online registry at ptcs.bpa.gov if not done so already.
- 2) Submit this form by email to ResHVAC@bpa.gov or by fax to 1-877-848-4074 (if applicable, include proof alternative certification).
- 3) If approved, the PTCS team will activate technician's online account and list technician information on bpa.gov/goto/reshvac.

Contact Information

Company Name	Company Rep		
Company Address*	Company City/State/Zip*		
Technician Name	Contractor license #		
Technician Email			Phone
General Company Email			

PTCS or Prescriptive Training Completed

Certification Type	PTCS or Prescriptive Training: Company, Instructor, or Online Module	*Alternative Certification Name & Number (if applicable)	Date Trained
PTCS Duct Sealing			
Prescriptive Duct Sealing			
PTCS Air Source Heat Pump			
**Ground Source Heat Pump	**IGSHPA # (If also certified):		

*Some **alternative certifications** are accepted (see list of accepted alternatives in Program Requirements document on bpa.gov/goto/reshvac). Submit documented and dated proof of training completion with this application.

****Ground Source Heat Pump** installs require one PTCS Air Source Heat Pump Tech and one IGSHPA Certified Tech OR one tech certified in both PTCS and IGSHPA. If this technician is IGSHPA Certified as well as PTCS HP Certified, please provide their IGSHPA number in this field.

Certified Technician Requirements Applicant Must Agree to:

(Participation Requirements listed on bpa.gov/goto/reshvac)

1. Maintain all state and locally required licenses and insurance coverage.
2. Comply with all appropriate specifications: Prescriptive Duct Sealing, PTCS Duct Sealing and/or PTCS Heat Pump Commissioning technical specifications.
3. Comply with all program requirements as specified in BPA Program Requirements posted on bpa.gov/goto/reshvac.
4. Conduct business in an ethical and professional manner.
5. BPA reserves the right to refuse to list a technician for any reason.
6. Accurately and completely record all jobs using the program forms and online registry.
7. Report all required job information to the customer utility in accordance with its requirements.
8. If required, contact homeowner to schedule corrective action within 10 days of receiving notice from the utility and/or Quality Assurance Inspector. Complete corrective action within 10 working days of contacting homeowner or as soon as the homeowner is available.
9. Provide and maintain current Technician and employer contact information with BPA.

Requirements the Certified Technician’s Company (or Certified Technician, if a Sole-Proprietor) Must Agree to:

1. Maintain all state and locally required licenses and insurance coverage (i.e. Construction Contractors Board (CCB), State license if required by law or regulations, worker’s compensation, general liability (commercial coverage), and automobile liability). Comply with all applicable employment laws.
2. Conduct all business in an ethical and professional manner.
3. Ensure technician complies with all program requirements as specified in BPA Program Requirements posted on bpa.gov/goto/reshvac.
4. Ensure technician completes all work in accordance with the:
 - a. Applicable ordinances, codes and accepted industry standards including PTCS and Bonneville Power Administration’s (BPA) standards.
 - b. Current program specifications listed on bpa.gov/goto/reshvac using program-required methods and testing equipment where indicated.
5. Ensure technician accurately and completely records all jobs using program forms and the PTCS Online Registry and submits required project paperwork to the utility program in accordance to its requirements.
6. If required, ensure technician schedules corrective action on job within 10 days of receiving notice from the utility and/or Quality Assurance Inspector and corrective action is completed within 10 working days of contacting the homeowner, or as soon as the homeowner is available.

Signatures

By signing below, the Applicant agrees to comply with the Certified Technician Requirements and certifies that all information provided in this application is true and correct to the best of their knowledge.

Technician Signature
(Required)

Date

By signing below, the Company Representative further certifies that they are authorized to sign on behalf of the Company, agrees to comply with Technician’s Company Requirements, and certifies that all information provided in this application is true and correct to the best of their knowledge. **This signature is required even if applicant is a sole proprietor.**

Company Representative
Signature *(Required)*

Date

Frequently Asked Questions about the PTCS and Prescriptive Certification

(More found on the “How to Participate” Page on bpa.gov/goto/reshvac):

- *When do I get a PTCS Technician ID for the first time?* After your application has been reviewed and approved, the PTCS team will activate your online account and you will receive your PTCS Tech ID number by email.
- *What do I do if I change companies?* Submit this form with your updated company information listing all areas of certification.
- *What if I get an additional certification?* Submit this form with your updated training/certification information including all other areas of certification.
- *Can I enter installation data on my mobile device?* Yes, if your device has access to the internet or Wi-Fi.
- *Who do I contact with questions?* Contact your trainer or the PTCS team by calling 1-800-941-3867 or emailing ResHVAC@bpa.gov.